

FOOD SERVICE WORKER SERIES

Code No.	Class Title	Occ. Area	Work Area	Prob. Period	Effective Date
4243	Food Service Worker I	10	381	6 mo.	12/01/94
4244	Food Service Worker II	10	381	6 mo.	12/01/94
4245	Food Service worker III	10	381	6 mo.	12/01/94
4246	Food Service Worker IV	10	381	6 mo.	12/01/94

Promotional Line: 180*

Series Narrative

Employees in this series perform, plan, and/or supervise the preparation, cooking/baking, or serving of food in a food service unit. They may also be involved in set-up and clean-up activities or food service cashering.

DESCRIPTIONS OF LEVELS OF WORK

Level I: Food Service Worker I **4243**

Employees at this level perform a limited variety of repetitive tasks in a food service unit. They work under direct supervision from a designated supervisor.

A Food Service Worker I typically--

1. sets up tables and trays
2. scrapes dishes and cleans tables and trays
3. operates dishwashing and silverwashing machines
4. performs hand dishwashing
5. cleans and polishes silver
6. clears tables and carries soiled dishes to kitchen
7. sweeps, dusts, and cleans food service unit
8. performs other related duties as assigned

Level II: Food Service Worker II **4244**

Employees at this level perform a variety of simple tasks involved in the preparation and serving of food in a food service unit. They work under direct supervision from a designated supervisor.

*See the Index of Classes for a listing of other classes in this promotional line.

A Food Service Worker II typically--

1. prepares food for cooking, including such tasks as cleaning, dicing, and peeling vegetables and mixing ingredients
2. prepares food for serving, including such tasks as cutting pies, placing individual servings on plates, and making sodas and sandwiches
3. performs simple cooking (such as boiling eggs, making toast, and making coffee)
4. sets up tables, counters, and trays for service
5. maintains equipment and supplies needed in service area
6. takes orders, relays messages, and places dishes before diners
7. computes amounts of checks, rings up sales, takes money, and makes change
8. cleans counters, cabinets, tables, and similar items in a food service unit
9. performs other related duties as assigned

Level III: Food Service Worker III

4245

Employees at this level perform moderately complex cooking and baking. They work under general supervision from a designated supervisor.

A Food Service Worker III typically--

1. prepares and cooks meats, fish, gravies, vegetables, and other foods
2. prepares and cooks foods for special diets from recipes formulated by a dietitian
3. prepares and bakes cakes, pastries, hot breads, and other bakery products
4. prepares ingredients for and mixes salad dressings, fillings, and sauces
5. plans the composition of and garnishes salads
6. plans the disposition of left-over foods
7. is responsible for maintaining sanitary conditions in a food service area
8. maintains records and prepares simple reports
9. supervises employees of lower rank
10. performs other related duties as assigned

Level IV: Food Service Worker IV **4246**

Employees at this level plan, coordinate, and perform large-scale cooking and baking in a large food service unit. They work under general supervision from a designated supervisor.

A Food Service Worker IV typically--

1. participates in planning of menus in a large food service unit
2. estimates food quantities to be ordered and cooked for a designated or varying number of persons
3. coordinates and supervises the work of lower food service workers
4. is responsible for the evaluation and maintenance of sanitary conditions in a large food service unit
5. performs and directs the performance of complex quantity cooking and baking requiring a thorough knowledge of cooking techniques
6. plans and supervises the use of left-over foodstuffs
7. performs related duties as assigned

MINIMUM ACCEPTABLE QUALIFICATIONS REQUIRED FOR ENTRY INTO:**Level I: Food Service Worker I** **4243**

CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER

none

PERSONAL ATTRIBUTES NEEDED TO UNDERTAKE JOB

1. knowledge of operation and use of simple cleaning solutions and equipment
2. cleanliness

Level II: Food Service Worker II **4244**

CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER

1. one year of experience performing duties comparable to those outlined in the Food Service Worker I

PERSONAL ATTRIBUTES NEEDED TO UNDERTAKE JOB

1. knowledge of materials and methods used in the preparation of food

2. knowledge of the use and care of appropriate utensils and equipment
3. cleanliness

Level III: Food Service Worker III**4245**

CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER

1. two years of experience in food service work, one of which was in quantity cooking

PERSONAL ATTRIBUTES NEEDED TO UNDERTAKE JOB

1. knowledge of materials and methods used in preparation of food on a large scale
2. knowledge of the use and care of utensils and equipment
3. ability to do plain cooking and baking on a large scale
4. cleanliness

Level IV: Food Service Worker IV**4246**

CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER

1. five years of experience in quantity cooking, one year of which was at a level comparable to the Food Service Worker III

PERSONAL ATTRIBUTES NEEDED TO UNDERTAKE JOB

1. knowledge of equipment, materials, and methods used in large-scale cooking
2. knowledge of food values and nutrition
3. knowledge of current principles and practices of large-scale kitchen management
4. cleanliness

Food Service Worker I
Food Service Worker II
Food Service Worker III
Food Service Worker IV

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